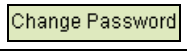
Using PRISM 2006 Software For the First Time

1.	To begin, click on the Internet Explorer icon.
2.	Once in Internet Explorer, click on the address bar and enter the address **http://prismweb.lewin.com/prism/Login.do**. This is the address for the PRISM Web interface.
3.	Press **[Enter]**.
4.	If this is the first time using the software, you must log in to access the PRISM Web. Your Danya assigned user ID serves as both your username and password.
5.	Enter your assigned username into the **Username** field. For this excercise, we will enter "**TRAINING01**".
6.	Next, enter your assigned password into the **Password** field. For this exercise, we will enter "**TRAINING01**".
7.	Click on the **Login** button.
8.	At this point, first-time users will be prompted to change their password. Enter your assigned password into the **Current Password** field. For this exercise, we will enter "**TRAINING01**".
9.	Next, enter your new password. Your new password may be any combination of your choosing. For this exercise, we will enter "**TRAIN01**" into the **New Password** field.
10.	Re-enter the new password into the **Repeat Password** field. Recall that our new password is TRAIN01, so re-enter "**TRAIN01**".
11.	Once the new password has been entered, click on **Change Password.** You will be taken to the User Task Page once you have successfully logged in. 

12.	Congratulations, you have successfully logged into PRISM Web. You are now ready to begin pre-review activities. Remember the username and passwoard you just entered. You will need to use them every time you log into the PRISM web and stand-alone interfaces. **End of Procedure.**